

**TINJAUAN PROSEDUR PEMUSNAHAN
DOKUMEN REKAM MEDIS INAKTIF
DI RSUD KRMT WONGSONEGORO SEMARANG TAHUN 2017**

SAKUNTO ADI PRABOWO

(Pembimbing : Arif Kurniadi, M.Kom)

*Rekam Medis&Info. Kesehatan - D3, FKes, Universitas Dian
Nuswantoro*

www.dinus.ac.id

Email : 422201401452 @mhs.dinus.ac.id

ABSTRAK

Ruang retensi RSUD KRMT Wongsonegoro Semarang memiliki 3 roll oâ€™™pack yang sudah penuh dengan DRM inaktif. Setelah dilakukan penyisiran, seluruh DRM inaktif yang akan diabadikan dan dimusnahkan, dipindahkan di ruang retensi. Sehingga ke 3 roll oâ€™™pack kelebihan kapasitas. Penelitian ini bertujuan untuk mengetahui pemusnahan DRM inaktif berdasarkan prosedur pemusnahan di RSUD KRMT Wongsonegoro Semarang. Penelitian deskriptif dilakukan dengan metode observasi dan wawancara. Subjek penelitian adalah 11 petugas filing. Objek penelitian adalah DRM inaktif, SOP dan kebijakan tentang pemusnahan DRM inaktif, serta alat yang digunakan untuk memusnahkan DRM di RSUD K.R.M.T Wongsonegoro. Hasil penelitian di RSUD KRMT Wongsonegoro Semarang, pelaksanaan tata cara pemusnahan, tim pemusnah, dan dokumen apa saja yang dimusnahkan dan diabadikan sudah sesuai dengan teori. Kebijakan dan prosedur tentang pemusnahan DRM sudah dilakukan, hanya saja masih menjadi satu dengan kebijakan dan prosedur retensi. Sarana yang digunakan dalam pemusnahan DRM adalah incenerator. Kendala pelaksanaan pemusnahan adalah sumber daya manusia yang masih sedikit khususnya dibagian pemeliharaan DRM inaktif. Pemusnahan DRM sebaiknya dilakukan 2 periode dalam 1 tahun yaitu saat awal dan akhir bulan. Memberikan sosialisasi tentang penambahan SDM dan pembagian tim pemusnahan yang merata di setiap instalasi rekam medis khususnya bagian filing.

Kata Kunci : Kata kunci : petugas filing, DRM inaktif, prosedur pemusnahan DRM

REVIEW INACTIVE MEDICAL RECORDS REMOVAL IN RSUD K.R.M.T WONGSONEGORO SEMARANG YEAR 2017

SAKUNTO ADI PRABOWO

(Lecturer : Arif Kurniadi, M.Kom)

Diploma of Medical Record - D3, Faculty of Health Science,

DINUS University

www.dinus.ac.id

Email : 422201401452 @mhs.dinus.ac.id

ABSTRACT

Retention room RSUD KRMT Wongsonegoro Semarang had 3 roll o'pack which filled of inactive medical records. After sweeping, all inactive medical records that would be enshrined and destroyed, transferred to the retention room. will be moved in the retention room. So that all three roll o'pack been overcapacity. This study aimed to determine inactive medical records destruction based on extermination procedure in RSUD KRMT Wongsonegoro Semarang. Descriptive study was done by observation and interview method. The subjects were 11 filing officers. The objects were inactive medical records, SOPs and policy on inactive medical records destruction, and tools that been used to destroy medical records in RSUD K.R.M.T Wongsonegoro. Results study in RSUD KRMT Wongsonegoro Semarang, Implementation of destruction procedures, destruction teams, and any destroyed and immortalized documents in accordance with the theory. Policies and procedures on medical records destruction had been carried out, it was still being one with policies and retention procedures. The tools used in medical records destruction was incinerators. Implementation obstacles were limited human resources, especially in inactive medical records maintenance area. Medical records destruction should be done 2 periods in 1 year ie at the beginning and end of the year. Provide socialization about the addition of human resources and distribution of destruction teams evenly in ever medical record unit, especially filing section.

Keyword : Keywords: filing officer, inactive medical records, Medical records destruction procedure